ShoreTel 212k IP Phone

Quick Install Guide & Warranty

ShoreTel

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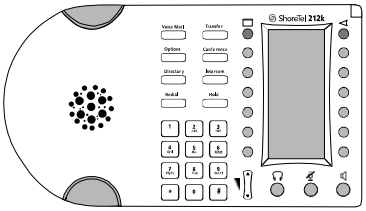
Installing Your ShoreTel 212k IP Phone

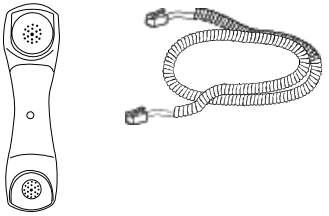
This section shows how to install a ShoreTel 212k IP Phone. Instructions are provided for connecting phones with and without the AC power adapter. (This adapter may be necessary for networks that do not support the IEEE 802.3af standard for Power-over-Ethernet).

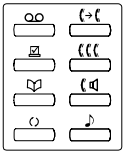
Package Contents

ShoreTel 212k IP Phone



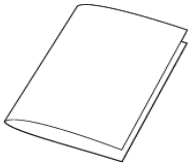
Handset & handset cord



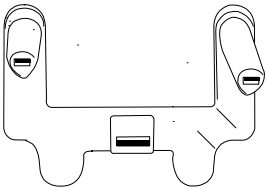


Vinyl overlay with international symbols (for Function Keys)

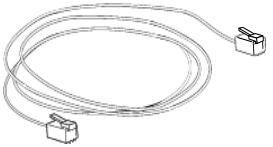
Quick Install Guide



Phone base

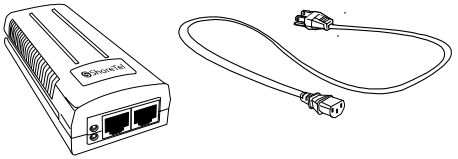


Network cable (7-foot)

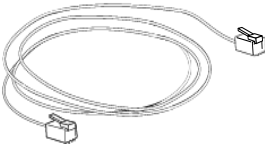


AC Power Adapter Package (Optional)

Power-over-Ethernet adapter and power cord



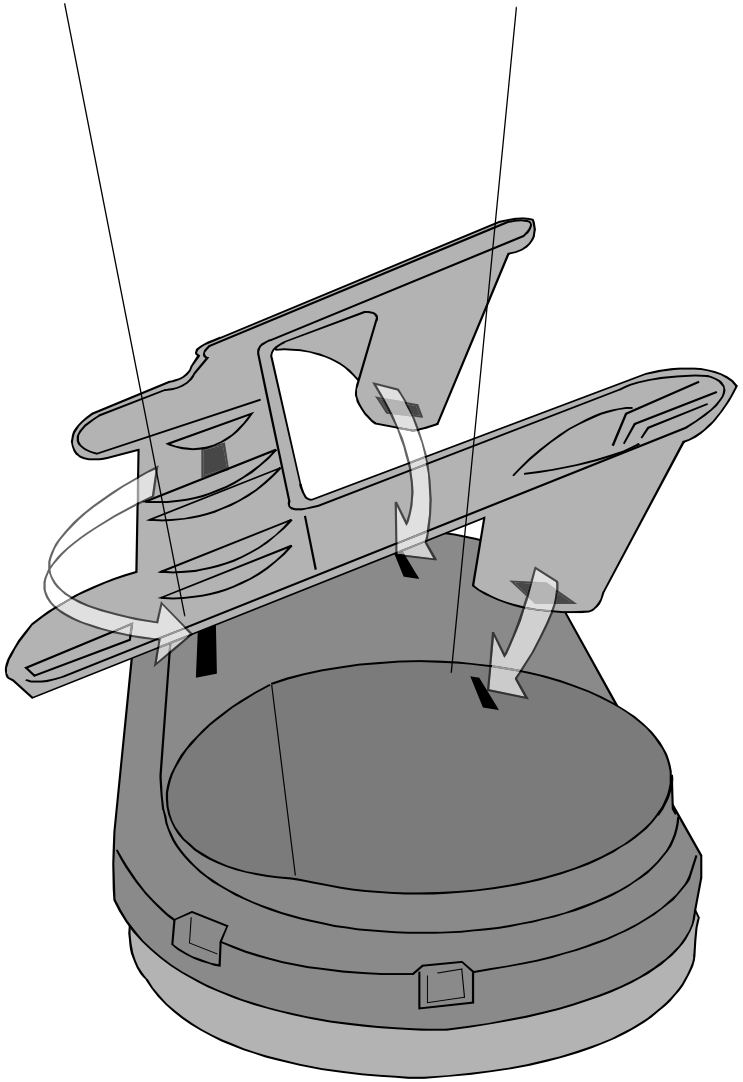
Additional network cable (7-foot)



1 Attach phone to base

a Insert the large tab on the mount into the slot on the rear of the phone.

b Rotate the two pillars down until the smaller tabs slide into the slots.

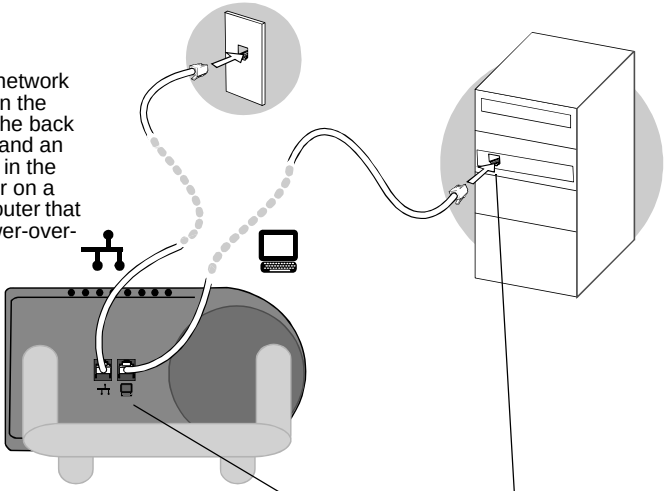


2a Connect to powered network

(no AC adapter required)

If the LAN supports power-over-Ethernet, no AC adapter is needed. The phone draws power from the Ethernet network.

Connect the network cable between the LAN port on the back of the phone and an Ethernet jack in the workspace (or on a data switch/router that supports Power-over-Ethernet).



optional

Share a single LAN wall jack between your IP phone and computer by daisy-chaining the PC off the second Ethernet port on your phone. (The phone connects to the wall jack and the PC connects to the phone.)

2b Connect to power & network

(Non-powered Ethernet network requires AC power adapter)

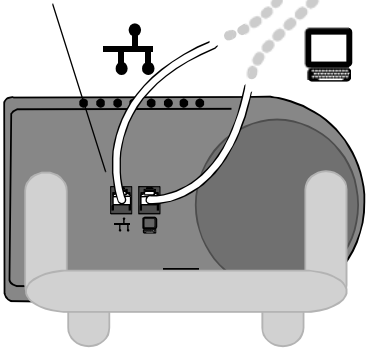
c Connect the AC power cable between the adapter and an electrical socket.

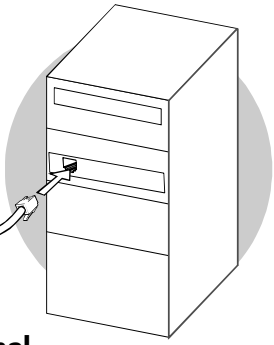
Upper LED*** lights green to indicate when phone is connected and using power.

Lower LED lights green to indicate adapter has AC power.

b Connect the second network cable to the DATA IN port** on the adapter and an Ethernet jack in the workspace (or on a data switch/router).

a Connect a network cable to the DATA & POWER OUT port * on the adapter. The other end goes to the LAN port on the phone.





optional

Share a single LAN wall jack between your IP phone and computer by daisy-chaining the PC off the second Ethernet port on your phone. (The phone connects to the wall jack and the PC connects to the phone.)

* ON SOME ADAPTERS, THIS PORT MAY BE LABELED “DATA & PWR” OR “PHONE.”

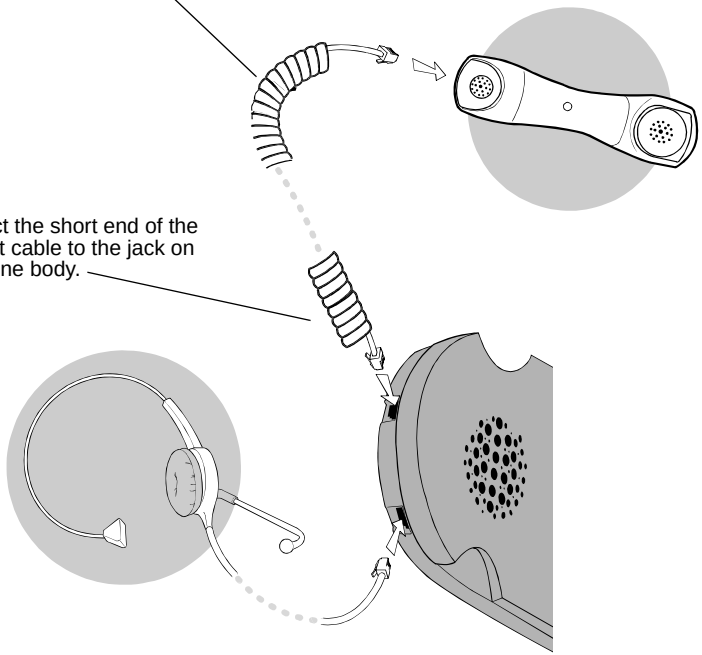
** ON SOME ADAPTERS, THIS PORT MAY BE LABELED “DATA” OR “NETWORK.”

*** SOME ADAPTERS MAY HAVE ONLY ONE LED.

3 Connect handset

For optimal use, attach the longer end of the handset cable to the handset.

Connect the short end of the handset cable to the jack on the phone body.



optional

Connect a headset to connector on phone.
Headset not included.

Important Safety Instructions

For IP TELEPHONE MODELS 110, 212k, 230, 560, 560g, BB24

This symbol is to alert you to important operating or servicing instructions that may appear in this owner's manual.

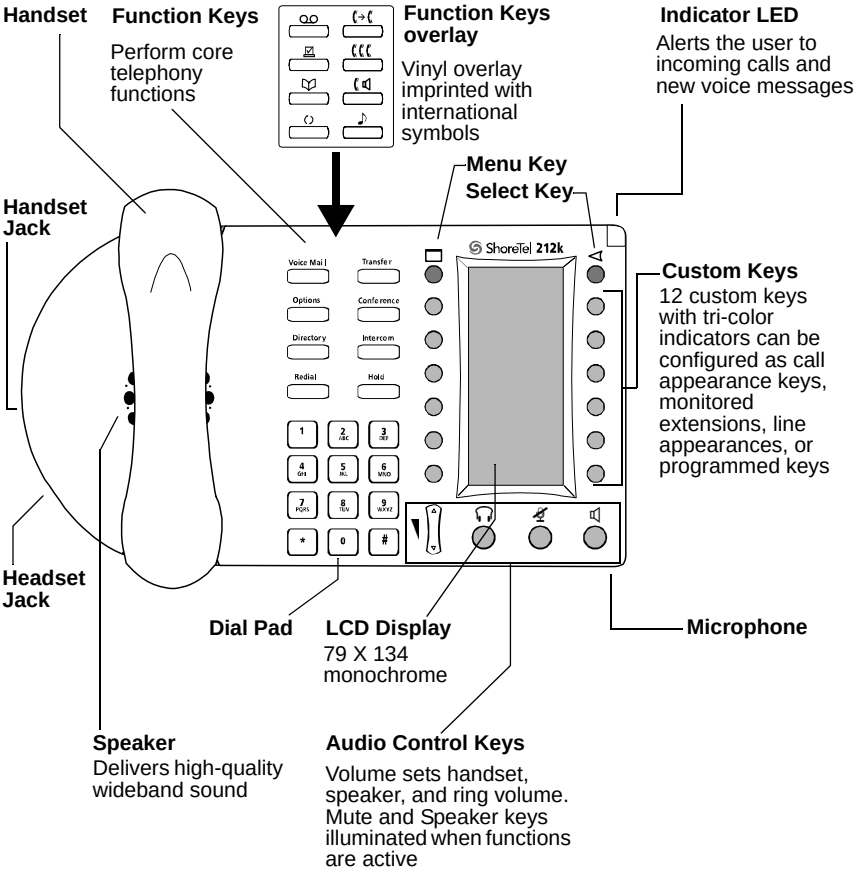
Always follow basic safety precautions when using this product to reduce the risk of injury, fire, or electric shock.

- Read and understand all instructions in this manual. Observe all markings on the products.
- Follow all warnings and instructions marked on this product.
- For information on proper mounting instructions, consult the manual provided with this product.
- This product should be operated only from the type of power source indicated on the marking label.
- Telecommunication metallic-type connections are not intended to leave the building premises unless connected to other telecommunication devices that provide primary and secondary protection as applicable.
- To reduce the risk of electrical shock, do not disassemble this product. Service should be performed by trained personnel only. Opening or removing covers and/or circuit boards may expose you to dangerous voltages or other risks. Incorrect re-assembly can cause electrical shock when the unit is subsequently used.
- If this product has a three-prong (grounding) plug or a polarized plug with one wide prong, it may not fit in non-polarized outlets. Do not defeat the purpose of these plugs. If they do not fit in your outlet, the outlet should be replaced by an electrician.
- Install this product in a protected location where no one can trip over any line or power cord. Protect cords from damage or abrasion.
- Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
- Do not overload wall outlets and extension cords as this can result in the risk of fire or electrical shock.
- Unplug this product from the wall outlet and contact qualified technicians to service the unit if the any of the following conditions occur:

  a) When the power supply cord or plug is damaged or frayed.
  b) If liquid has been spilled into the product.
  c) If the product has been exposed to rain or water.
  d) If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage, and will often require extensive work by qualified technician to restore the product to normal operation.
  e) If the product has been dropped and exhibits a distinct change in performance.

- Warning: Small metal objects may be retained in the earcap region.

SAVE THESE INSTRUCTIONS


Handset
Function Keys
Perform core telephony functions
Function Keys overlay
Vinyl overlay imprinted with international symbols
Indicator LED
Alerts the user to incoming calls and new voice messages
Menu Key
Select Key
Handset Jack
ShoreTel 212k
Voice Mail
Transfer
Options
Conference
Directory
Intercom
Redial
Hold
Custom Keys
12 custom keys with tri-color indicators can be configured as call appearance keys, monitored extensions, line appearances, or programmed keys
Headset Jack
Dial Pad
LCD Display
79 X 134 monochrome
Microphone
Speaker
Delivers high-quality wideband sound
Audio Control Keys
Volume sets handset, speaker, and ring volume. Mute and Speaker keys illuminated when functions are active

Warranty and Limitation of Liability

LIMITED WARRANTY. ShoreTel warrants to the end user ("Customer") that this product will be free from defects in workmanship and materials, under normal use and service, for one year from the date of purchase from ShoreTel or its authorized reseller. ShoreTel's sole obligation under this express warranty shall be, at ShoreTel's option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options is reasonably available, ShoreTel may, in its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of ShoreTel. Replacement products or parts may be new or reconditioned. ShoreTel warrants any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer.

Products returned to ShoreTel must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to ShoreTel until the returned item is received by ShoreTel. The repaired or replaced item will be shipped to Customer, at ShoreTel's expense, not later than thirty (30) days after ShoreTel receives the defective product, and ShoreTel will retain risk of loss or damage until the item is delivered to Customer.

EXCLUSIONS. ShoreTel will not be liable under this limited warranty if its testing and examination disclose that the alleged defect or malfunction in the product does not exist or results from:

- Failure to follow ShoreTel's installation, operation, or maintenance instructions.
- Unauthorized product modification or alteration.
- Unauthorized use of common carrier communication services accessed through the product.
- Abuse, misuse, negligent acts, or omissions of Customer and persons under Customer's control or
- Acts of third parties, acts of God, accident, fire, lightning, power surges or outages, or other hazards.

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Safety and Regulatory Information

This device complies with part 15 of the FCC Rules. Operation is subject to

the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

This ShoreTel IP Phone has been marked with the CE mark. This mark indicates compliance with EEC directories 89/336/EEC and 73/23/EEC. A full copy of the Declaration of Conformity can be obtained from ShoreTel Inc., 960 Stewart Drive, Sunnyvale, CA, USA 95054.

In accordance with part 15 of the FCC rules, the user is cautioned that any changes or modifications not expressly approved by ShoreTel, Inc. could void the user's authority to operate this equipment.

Installation must be performed in accordance with all relevant national wiring rules.

L'Installation doit être exécutée conformément à tous les règlements nationaux applicable au filage électrique.

The outlet to which this apparatus is connected must be installed near the equipment and must always be readily accessible.

La sortie à la quelle l'appareil est branchée doit être installée près de l'équipement et doit toujours être facilement accessible.

This Class [B] digital apparatus complies with Canadian ICES-003.

C'est appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

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